

Deputy Register of Deeds

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled administrative support work indexing documents for recording, filing, processing and recording financial statements, filing and probating deeds, deeds of trust, plats and other documents, preparing and maintaining records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Register of Deeds and Register of Deeds.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Verifies documents; verifies data on temporary index; inserts documents in envelopes; verifies postage; runs grantee and grantor pages for deed books; updates temporary index; puts new book pages in the deed books; enters new information in the land transfer book.

Verifies documents; receives indexes and records legal documents and vital records and plats; attaches book labels to documents; scans documents to optical device; makes copies for deed books; creates new books in the computer as needed; keeps land and vital records accurate and current.

Reads daily newspapers and finds articles and legal notices for Camden County; cuts out and files articles.

Ensures plats are accurately indexed; itemizes plat file data; verifies plat file data; makes certified copy; indexes files and created a new death index book.

Receives receipts and accounts for various fees and revenues; prepares and makes bank deposits

Assists the public by phone and in person with document information, location, copying, certification and research; issues Notary Oaths; files records.

Knowledge, Skills and Abilities

Some knowledge of the rules, laws, practices and procedures of the Register of Deeds office; some knowledge of standard office methods and procedures, business English, spelling and arithmetic; ability to operate standard office machines and computers; working knowledge of office programs and policies; ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of North Carolina.